



Administrative Assistant and Secretarial Science General, Cer

Provider: Alaska Computer Essentials, Anchorage

Length: 80 Hours

Cost: \$925

Students learn about typical business transactions and office activities as well as Clerical Skills. Such skills include copying and compiling records, recording orders, accurately handling cash, operating office machinery, and managing correspondence.

Related Occupations

Executive Secretaries and Administrative Assistants

Secretaries, Except Legal, Medical, and Executive

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section
Last updated: 27-Jan-10